

Texas Historical Commission Job Vacancy Notice

Position Title:	Regional Maintenance Supervisor
Classification Title:	Maintenance Supervisor V
Job Posting Number:	18-1800-39
Salary:	\$4,100.00-\$4,500.00/month
Salary Group/Class#:	A19/9056
FLSA:	Exempt
Opening Date:	02-01-2018
Closing Date:	Until filled
Duration:	Regular/Full-time
Hours/Week:	40
Work Location Address:	Varner-Hogg Plantation State Historic Site, 1702 North 13 th Street, West Columbia, TX 77486

JOB OBJECTIVE: Under the direction of the Site Manager, this position will assist with overseeing the maintenance and care of Varner-Hogg Plantation, Levi Jordan Plantation, and Sabine Pass Battleground State Historic Sites. Serve as the team lead for the maintenance staff at all three state historic sites and is responsible for the combined advanced maintenance of 467 acres, including 42-acre pecan orchard, 102 acres of hay production, 6 wastewater lift stations, a water treatment facility, 15 structures (8 of which are historic buildings, including two plantation homes), 7 RV stations, and 55 tons of HVAC. Serve as the Assistant Site Manager. Work under general supervision of the Site Manager with extensive latitude for the use of initiative and independent judgement.

ESSENTIAL DUTIES:

1. Plan, schedule, and coordinate general maintenance, major repairs, and remodeling or construction projects.
2. Manage all projects daily to monitor activities and assist in future planning.
3. Regularly inspect the sites to ensure that they are safe and determine whether repairs or maintenance are needed.
4. Maintain records of property agreements (such as grazing lease records, and oil and gas easements), general maintenance, major repairs, and remodeling or construction projects.
5. Oversee purchases of building and maintenance supplies, equipment, and furniture.
6. Assist in the preparation and monitoring of operating budgets.
7. Perform general to advanced maintenance and repairs.
8. Train, lead, and/or prioritize the workload of others.
9. Schedule contractor, consultant, and vendor in critical path to ensure timely completion.
10. Perform quality control duties and responsibilities regarding the work being performed.
11. Ensure that contractor is fully executing and complying with his contracted scope of work.
12. Coordinate required annual inspections with local jurisdictions (e.g. TCEQ, TDA, USDA).
13. Identify non-compliance items in accordance with safety, health, cultural, and environmental quality standards.
14. Identify conflicts in construction progress and communicates them to Site Manager for resolution.
15. Maintain written log of maintenance activities on the sites.
16. Perform maintenance management duties at multiple job sites, simultaneously.
17. Ensure contractors have corrected all deficiencies identified by Site Manager.
18. Preside over contractor meetings designed to coordinate the work.
19. Relay non-compliance to contractors regarding quality of work or scheduling.
20. Ensure that all job sites are kept in a clean and organized manner.

21. Perform job progress and completion punch lists identification and completion.
22. Assist in budgeting, bidding, and award of contracts.
23. Responsible for creating scopes of work for RFQs and RFPs.
24. Work with the USDA/Wildlife Damage services feral hog abatement programs.
25. Act as the site ADAM (Additional Duty Assistant Manager) and ADSO (Additional Duty Safety Officer).
26. Adhere to established work schedule with regular attendance.
27. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

28. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

- Graduation from a senior high school or the equivalent.
- Minimum five years' work experience as a maintenance technician with industrial equipment, or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.
- Must possess basic electrical/electronic circuit knowledge and intermediate mechanical, HVAC, and compressor systems knowledge.
- Must be able to demonstrate a mechanical and technical aptitude.
- Work experience supervising the workflow of maintenance projects.
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 5% of the work period.

PREFER:

- Work experience with historic structure general maintenance, renovation, and repair.
- Experience working with the general public.
- Experience working with contractors.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the repair, maintenance, and operation of buildings and electrical systems;
- Knowledge in budget tracking;
- Knowledge of construction process and methods used in the fabrication, maintenance and repair of structures (e.g., furniture, cabinets, wood and steel framing, concrete work, roofing) and fixtures to accomplish work assignments, and to provide direction/information and training;
- Knowledge of construction materials (e.g., grades and types of lumber, piping, design mix of concrete, shingles, weather proofing) used in the maintenance and repair of structures and fixtures (e.g., concrete, wood and metal framework, roofing, woodworking) to accomplish work assignments and to provide direction/information and training;
- Knowledge of general construction practices and procedures involved in the maintenance and repair of building structures and fixtures;
- Knowledge of Title 24 of the Americans with Disability Act (ADA) to ensure building structures are in compliance;
- Knowledge of the principles, methods, tools, and equipment used in plumbing to ensure adherence to departmental quality standards and the Uniform Plumbing Code;
- Knowledge of the processes for conducting inspections of standard plumbing installations concerned with various applications (e.g., water, gas, sewage) to ensure proper function, safety, and maximum efficiency;
- Knowledge of various types of pipe (e.g., galvanized, copper, plastic) and their uses/properties to properly plan, conform to the Uniform Plumbing Code, and complete plumbing projects;
- Knowledge of plumbing design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models;
- Ability to repair and/or install building plumbing fixtures (e.g., shower valves, urinals, faucets, water closets, water heaters) to complete projects and ensure facilities function properly;
- Knowledge of the principles and methods (e.g., conduit bending, wire pulling, rating of equipment) used in the maintenance and repair of electrical systems and components (e.g., wiring, switches, lighting, transformers, high voltage, switchboards, motor control centers) to accomplish work assignments;

- Knowledge of materials, tools, and equipment (e.g., cable reels, conduit benders, stripping tools, voltage or current meters, wire or cable cutters) used in the installation, maintenance, and repair of electrical systems and components (e.g., wiring, switches, lighting, transformers, high voltage) to accomplish work assignments;
- Knowledge of components of heating, ventilation, and air conditioning (HVAC) equipment (e.g., refrigerant, compressor, condenser coil, expansion valve, evaporator coil) to assess HVAC operation and repair malfunctioning systems;
- Knowledge of tools (e.g., drill driver, table saws, band saw, welding machines) used in the fabrication, maintenance and repair of structures and fixtures (e.g., concrete, tile, wood and metal framework, roofing, woodworking) to accomplish a work assignment, and to provide direction/information and training;
- Knowledge of construction equipment (e.g., forklift, scissor lifts, compressors, generator) used in the maintenance and repair of structures and fixtures to accomplish work assignments, and to provide direction/information, and training;
- Knowledge of Personal Protective Equipment (PPE) to safely complete work assignments;
- Ability to construct, alter, repair or remodel items (e.g., walls, doors, windows, furniture, cabinets) according to blue prints, work orders, and sketches;
- Ability to measure and mark for alterations (e.g., cutting, fastening) using a variety of tools (e.g., measuring tape, level);
- Ability to perform rough carpentry (e.g., concrete, wood and metal framework, roofing) using hand and power carpentry tools to accomplish work assignments;
- Ability to perform finish carpentry (e.g., cabinetry, mill work, furniture, woodworking) using hand and power carpentry tools to accomplish work assignments;
- Ability to repair electrical systems and components (e.g., wiring, switches, lighting, transformers, switchboards, motor control centers) to accomplish work assignments.
- Ability to troubleshoot electrical systems and components to ensure the safe and proper operation and adherence to electrical and building codes;
- Ability to identify and distinguish different phases (e.g., single, multiple phase) to complete electrical work and ensure properly functioning systems;
- Ability to work independently on projects or assignments without close supervision or detailed instructions to maximize workplace productivity;
- Ability to demonstrate flexibility in adapting to changes in priorities, work assignments, work conditions and other interactions that may impact pre-established courses of action for completing projects and assignments;
- Ability to identify information, materials, and resources needed to complete a project or assignment;
- Ability to work on multiple tasks or parts of tasks simultaneously to ensure timely completion of projects and other work activities;
- Ability to inspect structures and fixtures to determine needed repairs or improvements.
- Effective verbal and written communication, human relations and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Skill in the use of custodial materials and chemicals, and the operation of custodial equipment;
- Ability to follow established security and safety guidelines and procedures for staff and visitors;
- Ability to collect fees, handle cash and credit card transactions accurately and account for revenues collected using QuickBooks;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

Class D Water

Class C Wastewater

PREFERRED CERTIFICATION:

Industrial Maintenance Certification (Must obtain with 12 months of employment)

HVACR Technician Course (Must obtain with 12 months of employment)

Electrical Training Certification (Must obtain with 12 months of employment)

Intro Welding Certification (Must obtain with 12 months of employment)

Pesticide/Herbicide Commercial/Non commercial applicator's license (Must obtain with 12 months of employment)

ENVIRONMENT/PHYSICAL CONDITIONS: The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to extreme temperatures, weather, dust, insects and pollution. This employee typically works irregular hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturdays, Sundays or holidays. This position may involve walking; standing; pulling and pushing; kneeling, stooping; bending; climbing; safely lifting and carrying items weighing up to 70 pounds. Work includes walking on uneven pathways and unpaved surfaces.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER

